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UNITED STATES GOVERNMENT~~SECRET~~~~CONFIDENTIAL~~

Memorandum

TO : Director of Logistics

DATE: 5 August 1963

FROM : Chief, Administrative Staff

SUBJECT: Monthly Activity Report - July

1. PROJECTS AND STUDIES IN PROCESS

a. Career Board Activities

(1) The Logistics Career Board met during the month to categorize all GS-12 SL Designees in connection with the Agency Mid-Career Training Program.

(2) Three SL Designees were selected for assignments outside of OL. Two of these were returnees from overseas tours who were diverted to other assignments prior to reporting for duty in Logistics.

(3) Two designees, currently assigned outside OL, were approved for assignment to overseas positions.

(4) Sixteen SL Designees were recommended for conversion to Career Employee Status.

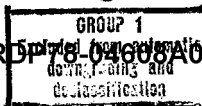
b. Rotation of SL Designees

During July, personnel actions were received effecting the transfers of eleven OL employees to SL positions located in other Agency components. Also, two SL Designees were returned to the OL Staffing Complement effective during July.

c. Staffing Complement Changes and Classification Studies Regarding SL Positions

(1) Classification Survey of Printing Services Division

A draft of the Staffing Complement Change Authorization proposed by the Salary and Wage Division reflecting organizational changes and results of the classification survey of PSD was returned by a memorandum dated 24 July from the Director of Logistics to the Director of Personnel requesting that it be approved. The Personnel and Training Branch was advised by the Salary and Wage Division that the "package" has now gone to the Agency Manpower Control Officer; and as soon as Salary and Wage receives it back they will publish the approved Form 261. The changes include several

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upgradings of GS and LB positions and increased salary rates for GP Foreman, Planner, Specialist, and certain supervisor positions. Salary and Wage advises that the changes result in an increase in the OL average grade of GS positions from 8.444 to 8.524.

- (2) Revision of OL Staffing Complement to Correspond with Internal Distribution of OL Personnel Ceiling to OL Components.

This "package" has been approved by the Agency Manpower Control Officer, and Salary and Wage Division is preparing staffing complement change for distribution after 1 August 1963. The adjustments proposed will bring the number of S/C positions for each OL component in line with its approved ceiling authorization.

- (3) Classification Survey of Logistics Services Division

Now that the classification survey of the Printing Services Division has been completed, this staff has requested Salary and Wage to conduct a survey of LSD. It is estimated that the analyst assigned to OL will begin the survey the second week in August.

- (4) Upgrading of Positions of Chief and Deputy Chief, LSD

A Staffing Complement Change Authorization dated 9 July 1963 was received upgrading these positions from GS-14/15 and GS-13 to GS-15 and GS-14, respectively.

- (5) Reallocation and Upgrading of Position 1786 in the Office of the Chief, RECD

✓ Position 1786 was reallocated from Real Property Officer to Engineer (Gen) and upgraded from GS-13 to GS-14 by SCCA approved 15 July 1963.

- (6) Establishment of Finance Officer Positions at [] and []

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A memorandum dated 24 July was sent from the Director of Logistics to the Comptroller requesting that two ceiling be transferred to OL to accommodate the assignment of two staff employees being assigned to [] in connection with the decentralization of the Financial Property Accounting Systems at these locations. The

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ceiling requested at this time for use for this purpose is actually ceiling which was to have been previously transferred at the time OL assumed responsibility for key-punching property transactions relating to supply activities for the Automatic Data Processing Division. The SF Designees selected for the positions [] are scheduled to report to those locations on 19 and 26 August, respectively.

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(7) Transfer of Two Courier Positions and Ceiling [] to LSD

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A memorandum was writted 16 July 1963 by the [] to the Director of Personnel requesting the transfer of two courier positions from the Records Center to LSD, as previously recommended in a Management Survey Report of the Agency Courier System dated 29 June 1962. Logistics had concurred at that time in assuming the responsibility for providing the courier service involved, provided the couriers and ceiling were transferred to OL. We have received information from Salary and Wage that telephone concurrence was given by the Office of the DD/S 25 July 1963, and that a Staffing Complement Change will be issued 1 August 1963 adding two GS-5 courier positions to the OL Staffing Complement. Two couriers on duty [] have been interviewed, are acceptable, and have concurred in their reassignments to the OL/Mail and Courier Branch.

*2
over all
ceiling*

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(8) Increase in Ceiling, S/C Positions and Personnel Requested for Printing Services Division

The request for the 30 additional positions for PSD is still with the Agency Manpower Control Officer, who, we understand, is recommending that if ceiling and positions are given to PSD, they should come from the components levying the additional requirements for service. Printing Services Division has requested that the accelerated recruitment efforts and EOD'ing of the additional personnel originally requested be curtailed until further developments.

d. Recruitment

(1) Professional Personnel

(a) Our 13th Logistics Officer Trainee reported for duty 16 July 1963, and we expect another to EOD 19 August.

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During July two additional candidates were interviewed; one of these was later cancelled as a security reject, and the processing of the other is being continued. The Logistics Trainee who was on extended leave, due to the illness of his father, resigned during July to remain in Illinois. Four additional applicants were placed in process; and we have received invitee clearance on one we had in the pipeline, who is scheduled to come to Washington for OL interview, polygraph and medical examinations in August.

(b) Two applicants were placed in process as Procurement Assistants; one at GS-10, and the other at the GS-9 level. Invitee clearances were received on two applicants we had in process for similar positions, and they are both scheduled to come in for OL interview, polygraph and medical examinations during August.

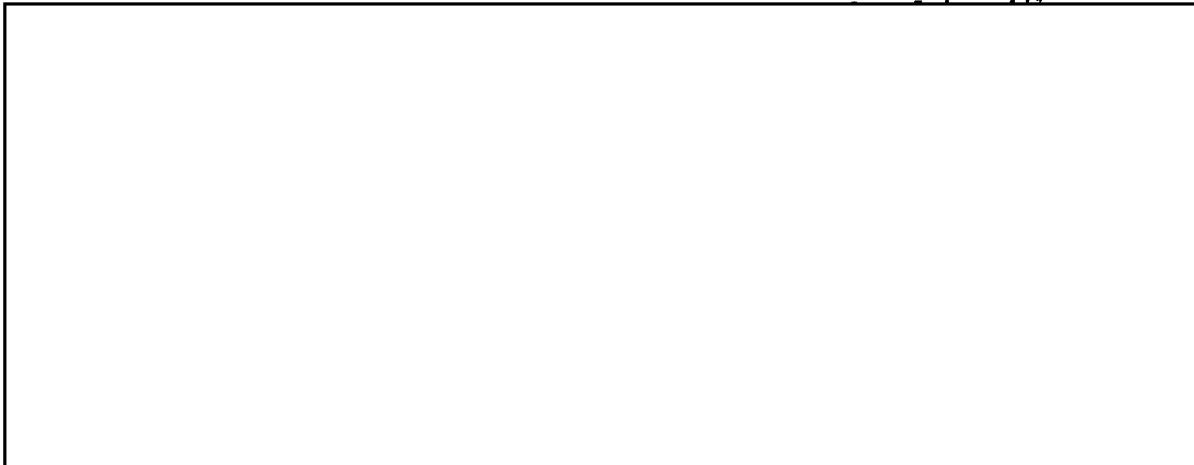
(c) One applicant was placed in process for invitee clearance as a GS-13 Architect-Engineer. Another candidate, on whom we received invitee clearance, will be interviewed in August for possible employment as a GS-7 Architect-Engineer.

(d) One applicant for GS-9 Transportation Assistant will come in for interview and pre-employment processing during August.

(e) Ninety days of leave without pay was requested and approved for one GS-7 Property and Supply Assistant to attend to personnel business in connection with some property he owns in the state of Colorado.

(2) Military Personnel

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(3) Other Categories

(a) Two Journeyman Compositors, one LB-9 Micro-photographer, and five Bindery Operatives entered on duty in the PSD. Three new applicants for Bindery Operative positions were also placed in process for PSD. This Division lost two Offset Press Operators during July; one resigned to accept employment as an agent with an insurance company, and the other departed for active duty in the U.S. Army for a period of six months. One Press Operative, considered to be a marginal employee, resigned because of dissatisfaction with his job. One Bindery Operative resigned to remain in West Virginia after being on duty only one day. Three applicants were cancelled from the pipeline; one, a Journeyman Compositor, was security disapproved; and the other two, a Mechanic Machinist and a Negative Engraver, were cancelled due to the fact that their security clearances had run out and positions were not available to call them on board at this time.

(b) Three Telephone Operators were placed in process during July.

(c) One Laborer reported for duty and three additional applicants were placed in process for laborer positions.

(d) Four couriers reported for duty in the Mail and Courier Branch from IAS. We lost one courier by resignation to accept a position with GSA, and two couriers were released for transfer to other Agency components; one to FE/Headquarters, and the other to the Office of the Comptroller. Leave without pay was requested for a mail clerk assigned to the Mail and Courier Branch, who has been hospitalized as a result of serious injuries received in an automobile ac-

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(e) One General Mechanic, W-11, entered on duty for the Conveyor Section/M&CB/ISD.

(f) We lost one Auto Mechanic Helper which we had in the pipeline for clearance when he accepted another position with Western Electric.

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(g) Five male clerks were assigned to OL from IAS to work in [] or the surrounding area.

(h) We received two Clerk Stenographers, two Clerk Typists, and one Clerk from IAS during July. One Clerk Typist was released for transfer to ONE.

e. Vital Records

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On 11 July 1963 the Deputy Chief, Passenger Movement Branch/TD accompanied the Logistics Records Management Officer [] to review the Transportation Division vital records. It was found that the majority of the material on file was outdated. The operating procedures in the event of an emergency were brought up to date and a recheck was made of the forms necessary for a 48-hour operating supply. Some of the material was brought back to Headquarters for review and updating by the Cargo Branch.

2. ITEMS OF GENERAL INTEREST

a. FY 1964 Operating Budget

The Special Planning Assistant to the DD/S advised that the Comptroller has allowed the following positions and dollar ceiling for the OL FY 1964 Operating Budget:

Estimated Requirements
Submitted 7 June 1963

Allowance

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[] is the amount included for OL in the Agency FY 1964 Congressional Budget, plus [] representing mainly the transfer to OL of the six graphics positions from DD/S.

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b. FY 1963 OL Obligations

The FY 1963 obligations under OL allotments as of 30 June 1963 totaled as follows:



c. Conversion of Temporary Employees

Four temporary laborers and two temporary bindery operatives were converted to regular staff employee status during July.

d. Temporary Summer Employees

One summer employee, the last of the 46 reporting to OL this year, entered on duty 2 July 1963. Of this group, all were GS-1 clerks except two who qualified as GS-2 Clerk Typists. Two later qualified on the typing test and were promoted to GS-2. We expect the majority of the summer employees to leave us during the month of August or early September to return to school.

e. Promotions and Reassignment Actions Not Requiring Career Board Action

A total of 25 promotions and 17 reassignments of wage board, printing, clerical and other OL personnel not requiring Career Board action were processed during July.

f. Miscellaneous Problem Cases

? (1) One SL Designee was returned from overseas due to unsatisfactory conduct. He submitted his resignation to be effective the early part of August.

(2) One employee who was working on a part-time basis after recuperation from back surgery was approved by the Agency Medical Staff for return to full-time duty during July. Another employee on whom we had requested a fitness-for-duty evaluation was found fit for continued employment in her present position.

9 (3) A recommendation was received from the Agency Medical Staff that one employee apply for disability retirement as a result of a loss of function of one leg and his inability to

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physically perform all the duties required of his position. Inasmuch as another position for which he qualifies cannot be found, and he has chosen not to voluntarily apply for disability retirement, his case is being prepared by Office of Personnel for submission to the DCI with the recommendation that he be separated.

2 (4) One employee resigned in lieu of possible termination upon the recommendation of the Security Officer after involvement in a police action.

g. Detail of Uncleared Pool Employees to PSD/Graphics

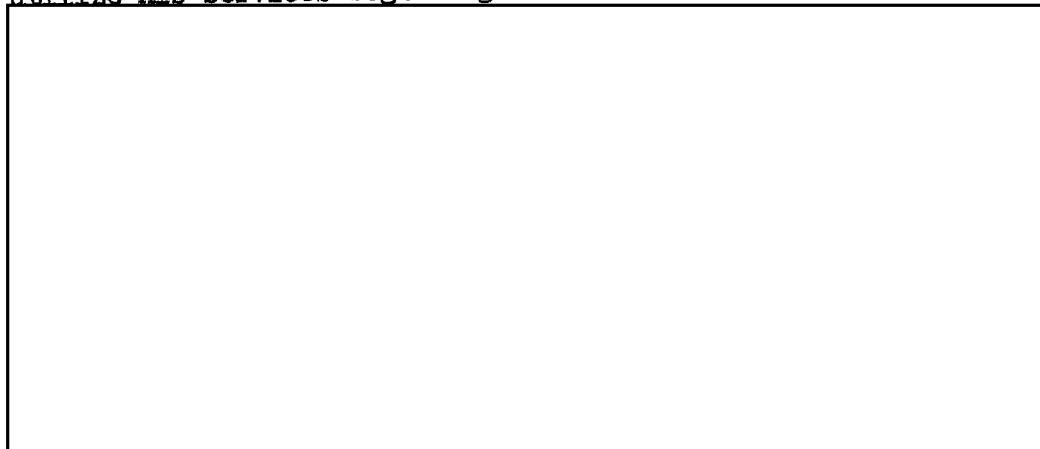
Two provisionally cleared employees were obtained from IAS to assist in unclassified work required in the PSD/Graphics activity. They have been detailed since 22 July 1963 for an indefinite period.

Ball h. Quality Step Increase

A Quality Step Increase was recommended and approved for one OL employee.

i. Reimbursable Detail of Marine Corps Officer from Defense Supply Agency to OL

Expedite security processing was requested 11 July 1963 of a Major on duty in the U.S. Marine Corps, in order that we may utilize his services beginning not later than 1 September 1963.



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j. Increase in GP Salary Rates

A new salary schedule was received for certain positions established at the Government Printing Office (GP) salary rates. A total of 43 pay adjustments for PSD employees were effective as a result during the month of July.

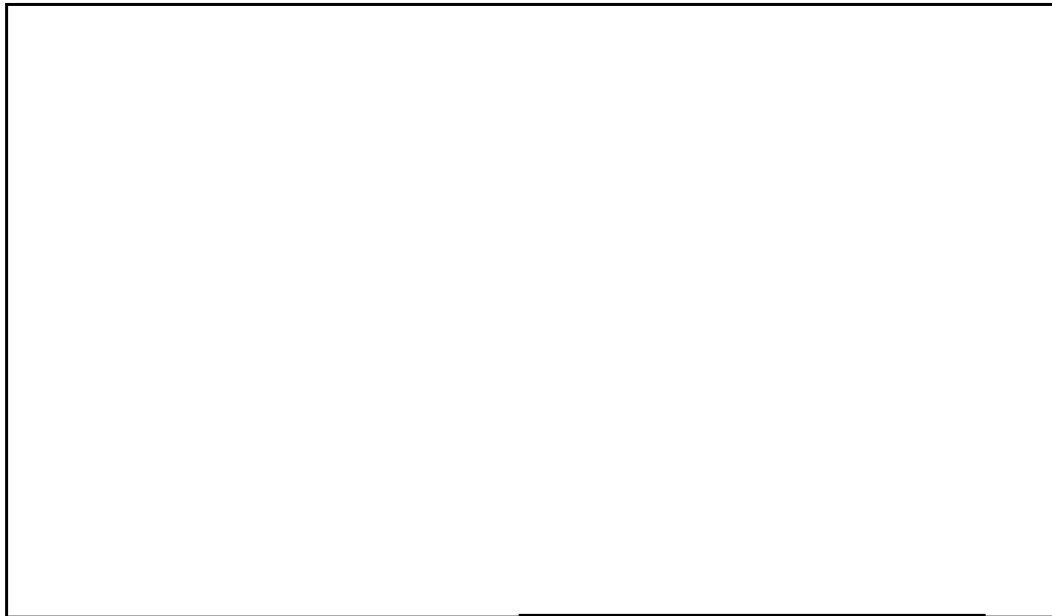
k. Off-Campus College Courses

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Efforts to offer courses on Logistics subjects in connection with the George Washington University Off-Campus Program and our self-improvement program for next term were abandoned. The lack of qualified and available instructors prompted this action.

l. Temporary Personnel Assignments

(1) The temporary assignment of [] to the Security Staff/OL for a three-month period has ended and she is now back in her regular position in the Records and Services Branch.

(2) A substitute Communicator, [] has been detailed to the Logistics Signal Center for two weeks by the Office of Communications to fill in while [] is on vacation.



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